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7 J.L., et al.,

Plaintiffs,

8 v.

9 KENNETH T. CUCCINELLI, et al.,

10 Defendants.

11 Case No. [5:18-cv-04914-NC](#) (DMR)

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**NOTICE OF SETTLEMENT
CONFERENCE AND SETTLEMENT
CONFERENCE ORDER**

20 Re: Dkt. No. 191

21 TO ALL PARTIES AND COUNSEL OF RECORD:

22 The above matter was referred to Magistrate Judge Donna M. Ryu for settlement purposes.
23 You are hereby notified that a settlement conference is scheduled for **October 3, 2019 at**
24 **11:30 a.m.**, in Courtroom No. 4, Third Floor at the U.S. District Court, 1301 Clay Street, Oakland,
25 California 94612.

26 It is the responsibility of counsel to ensure that whatever formal or informal discovery is
27 needed for all sides to evaluate the case for settlement purposes is completed by the date of the
28 settlement conference.

29 **A. Meet and Confer Requirement.**

30 By **September 25, 2019** before the settlement conference and prior to the preparation of
31 their Exchanged Settlement Conference Statements and Confidential Settlement Letters, counsel
32 for the parties must meet and confer (in person or by phone) to discuss matters pertinent to
33 improving the prospects that the settlement negotiations will be productive. During the meet and
34 confer, counsel may address any subjects they feel are appropriate, but they **must** discuss the
35 following:

36 1. Who will attend the conference on behalf of each party, including counsel and
37 identification of the person(s) with full authority to make the final decision as to whether any

1 settlement offer is made, accepted, or rejected (e.g., either the party or another person(s) if full
2 authority does not rest with the party).

3 2. Which persons or entities must approve a proposed settlement agreement before it
4 can be executed, as well as the nature and duration of any such approval process.

5 3. Whether insurance is available to cover all or part of the claimed losses or to fund
6 all or part of any party's defense; whether tenders have been made to any insurance companies;
7 and if insurance is available, the name of and position held by each claims representative who will
8 be attending the settlement conference.

9 4. Whether it would be useful for settlement demands and/or offers to be made before
10 the settlement conference is convened.

11 5. Whether there are particular documents or other tangible things that should be
12 brought to the conference (e.g., to educate the settlement judge or to support or explain significant
13 contentions).

14 6. Any unusual issues or factors that could come into play in the settlement
15 negotiations or any especially sensitive matters that other counsel should be alerted to before the
16 conference.

17 **B. Lodged Settlement Conference Documents.**

18 By **September 26, 2019**, each party shall submit the following:

19 (1) an **Exchanged Settlement Conference Statement**; and

20 (2) a **Confidential Settlement Letter**.

21 **A hard copy of each** document shall be **LODGED (not filed)** with the U.S. District Court
22 Clerk's Office in **Oakland**, located at 1301 Clay Street, Suite 400S, 4th Floor, Oakland, California
23 94612. The documents shall be submitted in a sealed envelope addressed to Magistrate Judge Ryu
24 and prominently marked "**SETTLEMENT CONFERENCE DOCUMENTS - DO NOT FILE.**"

25 **In addition** to the hard copy version, **an electronic copy** shall be submitted to

26 **DMRsettlement@cand.uscourts.gov.**

27 **1. Exchanged Settlement Conference Statements.**

28 Counsel **shall serve** a copy of the Settlement Conference Statement on all parties.

1 Furthermore, counsel are **strongly encouraged** prior to the settlement conference to share with
2 their clients the contents of the Settlement Conference Statement(s) received from opposing
3 counsel.

4 The Settlement Conference Statement shall not exceed ten (10) pages of text. Parties are
5 encouraged to include as exhibits any key documents and deposition excerpts up to twenty (20)
6 pages. The Settlement Conference Statement **shall include** the following:

- 7 a. A brief statement of the facts of the case.
- 8 b. A brief statement of the **principal** claims and defenses.
- 9 c. A description of the **key** factual and legal issues that are in dispute and a plain and concise statement of the **specific** evidence relevant to their determination. Portions of any exhibits relied upon by the parties shall be referenced and highlighted.
- 10 d. A summary of the proceedings to date and a description of any pending motions.
- 11 e. The bases for any damages calculations and a description of any non-monetary relief sought or non-monetary components of settlement offers or demands.
- 12 f. A description of each component of each party's most recently communicated settlement demand or offer (describing specifically any non-monetary terms that were demanded or offered).
- 13 g. For each party, a list of the names, titles, and positions of all persons who will be attending the conference.
- 14 h. Where the party is a governmental entity, a description of which persons or entities must approve a proposed settlement agreement before it can be executed, as well as the nature and duration of that approval process.

24 **2. Confidential Settlement Letters.**

25 The Confidential Settlement Letter **shall not be served** upon other parties. The Confidential Settlement Letter shall not exceed five (5) pages of text and **shall include** the following:

- 26 a. Separately for each principal claim and defense, a forthright evaluation of

1 the strengths and weaknesses and likelihood that the party submitting the Confidential Letter will
2 prevail. Citations to any key legal authorities relied upon by the parties as part of this evaluation
3 shall be provided.

4 b. An estimate of the out-of-pocket expenses, attorneys' fees, and time: (a)
5 **spent to date** and (b) **to be expended** for further discovery, pretrial, and trial. If plaintiff seeks
6 attorneys' fees and costs, plaintiff's counsel shall be prepared at the conference to provide
7 sufficient information to enable the fee claim to be evaluated for purposes of settlement.

8 c. A history of past settlement discussions (without revealing communications
9 whose disclosure to a settlement judge is prohibited), a description of the principal obstacles
10 (factual, legal, or other) to reaching agreement, and the reason the parties' assessments of the
11 settlement value of the case differ.

12 d. A realistic settlement figure or terms (including any non-monetary terms)
13 that, given all the circumstances, the party submitting the Confidential Letter would consider
14 seriously.

15 e. Where the party is insured or is a governmental entity, any foreseeable
16 barriers to insurance coverage or approval of a proposed settlement, or special concerns that the
17 insurer or governmental entity might want addressed.

18 f. A brief discussion of any of the subjects identified in Section A of this
19 Order that might be significant in the settlement dynamic.

20 **C. Mandatory Personal Attendance.**

21 **Lead trial counsel** shall appear at the settlement conference with the **parties and with the**
22 **person(s) having full authority** to make the final decision as to whether any settlement offer is
23 made, accepted, or rejected (if full authority does not rest with the party). A person who needs to
24 call another person not present before making, accepting, or rejecting any settlement offer does
25 **not** have such full authority. If a party is a **governmental entity**, its governing body shall
26 designate one of its members or a senior executive to appear at the settlement conference with
27 authority to participate in the settlement conference and, if a tentative settlement agreement is
28 reached, to recommend the agreement to the governmental entity for its approval. An **insured**

1 party shall appear with a representative of the carrier with **full authority to negotiate up to the**
2 **limits of coverage.**

3 Personal attendance is mandatory and will rarely be excused by the court, and then only
4 upon a written request that is timely under the circumstances and that demonstrates extraordinary
5 hardship. Personal attendance may be excused only upon written authorization from the court. If
6 the court permits attendance by telephone, the person who is excused from personally appearing
7 must be available to participate by telephone throughout the entire conference.

8 **D. Duration and Content of Settlement Conference.**

9 It is not unusual for settlement conferences to last three (3) or more hours. Parties and
10 their representatives should be prepared to devote the entire day to the conference if necessary.
11 Parties are encouraged to participate in the settlement conference and frankly discuss their case.
12 Statements they make during the conference will not be admissible at trial in the event the case
13 does not settle. The parties and their representatives should be prepared to discuss such issues as
14 their settlement objectives; any impediments to settlement they perceive; whether they have
15 enough information to discuss settlement and if not, what additional information is needed; and
16 the possibility of a creative resolution of the dispute.

17 **E. Continuances.**

18 Any request to continue the settlement conference shall state the reason therefor and be
19 submitted in writing as soon as possible after consultation with the opposing party but well in
20 advance of the scheduled conference date. The request must demonstrate **a compelling reason**
21 **for a continuance and shall state whether it is joined or opposed by the other party(ies).**
22 Submission of such request shall be **filed** with the court. **Parties must appear on the calendared**
23 **date unless the court issues an Order continuing the matter.**

24 If the date to which a continuance is sought would be past a deadline for holding the
25 settlement conference that was set by the judge to whom the case is assigned for trial, the party
26 seeking the continuance must secure permission from the trial judge to hold the settlement
27 conference during the proposed new time frame **before seeking the continuance from Judge**
28 **Ryu.** A writing evidencing the trial judge's extension of the deadline must accompany the party's

1 request to Judge Ryu for the continuance.

2 The parties shall immediately notify Judge Ryu's Courtroom Deputy, Ivy Garcia, at (510)
3 637-3639, if this case settles prior to the date set for the settlement conference.

4 Any failure to comply with the requirements of this Order may subject the parties and/or
5 counsel to sanctions.

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7 **IT IS SO ORDERED.**

8 Dated: September 18, 2019



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10 DONNA M. RYU
United States Magistrate Judge

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12 United States District Court
13 Northern District of California
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